

# ***Wadleigh Memorial Library***

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## **~ 2013 TRUSTEES REPORT ~**

The Wadleigh Memorial Library's mission is to be the educational, cultural, technological and social center supporting lifelong learning and improving quality of life by connecting the community to resources and services. Our dedicated library staff has continually worked hard to provide a library environment that improves the learning experiences of its patrons. Milford's library is a very warm, welcoming place that endeavors to accommodate the needs of diverse groups of people.

### **People**

This past year, longtime trustee Mary Burdett left the Library Board of Trustees after 14 years of service. We thank her for her dedication and support and wish her well. In her stead, Wayne Hardy joined the Board and we look forward to working with him in the coming years.

We continue to be blessed with a great staff in Milford. They work well together to make the many programming opportunities run smoothly and successfully. In late summer we said goodbye to Library Pages Michelle Sprague, Kylie Hargrove and Ceilidh McKillop and wished them well in their college adventures. As incoming Library Pages, we welcomed Shannon Drew, Erin Giles, Marcia Nelson and Maria Romanenko. In September, our Assistant Children's Librarian, Mary Girard, resigned in order to take a position closer to her home. We welcomed Tanya Roberts as the new Assistant Children's Librarian in October. We are pleased to have her as part of our team.

### **Library Systems and Building**

Director Michelle Sampson and the staff have continued to work hard to improve the aesthetics and functionality of the library.

Michelle and a committee of community members, including two staff members and two trustees, worked with a consultant to develop the library's strategic plan. The committee identified plans for the library's future needs, ways to expand Milford's access to information and ideas, and plans to encourage lifelong learning for all ages while continuing to build on Milford's sense of community pride. Technology continually advances and information technology continues to be very important to the library and the community. Michelle and the Wadleigh Memorial Library staff have been working hard to enhance this area. Much time and effort have been put into the technological needs of our patrons while balancing the cost of providing this technology. Maintenance and upgrades of computers have been ongoing. We are very grateful to the town IT Director Bruce Dickerson for all his hard work. We added services to our existing

photocopier to allow patrons to have access to public fax capabilities as well as the ability to scan and email documents. A new and improved book drop was installed this summer, allowing patrons to drop off media, such as DVD's and CD's instead of having to drop them off inside the building. It also has a bigger



storage space, which enables our staff to enjoy long weekends without having to empty the book drop. We added iPads to our collection this year, purchased with money from our trust fund. They have been mostly used in conjunction with library programs, such as a QR code scavenger hunt through the library. Having iPads in our collection allows the staff to help patrons understand and utilize eBooks on their own devices. The

staff also incorporates the iPads into the programs to better serve the community. We are very thankful that our staff always wants to stay on top of the current technology trends.

In June, we dedicated our new flagpole, purchased with funds donated in Jared Davison's memory, a former page who passed away last year while serving our country.

Joel Trafford, WML Facilities Manager, takes on many of the repairs needed and continues to anticipate and correct many building problems that may arise due to age and environment. The Lull Fountain that graces the side of the library has aged! We hired a conservator to assess the fountain to determine the course of action that would restore it to its former glory and were dismayed at the enormity of the cost. We applied for grants from several local foundations as well as tried to get it listed as an historical monument, but have not been successful in gaining approval. We currently have the repair costs in our budget.

As communities flourish, libraries too must grow so they can meet the changing needs of town residents. The Library Trustees and Director have continued to work extremely hard as they balance needs and economics in the library renovation/expansion. The Library Trustees and Michelle have continued to work with the Community Facilities Committee (CFC) regarding the renovation/expansion plans. After much evaluation, we decided to retain the services of Lavallee Brensinger Architects to revisit the design of our proposed renovation/expansion. A combined group of trustees, CFC members and Michelle have been meeting with the architect and expect to have a working design by the spring in order to begin our fundraising campaign.

### **Programs and Services**

2013 was another very busy year at the Wadleigh Library. A broad range of programs/activities were instituted to reach a wide variety of patrons. During the fall, winter and early spring months, many people come out to the library to listen to a diverse selection of music during the Acoustic Café, now in its fourteenth season.

Our adult population has access to a large variety of classes/groups. There are many services available at the library on subjects including income tax assistance,

computer classes, knit/crochet, conversational Spanish, book clubs and introductions to e-books/digital media.



Our children's programs continue to be very popular. We are very fortunate to have creative, energetic children's librarians: Letty Goerner, Trina McLenon and Tanya Roberts. A sampling of programs throughout the year includes: lapsits, family Friday story times, Paws to Read, wildlife programs, arts and crafts, Lego parties,

bedtime storytimes, and book clubs. The stuffed animal sleepover remained so special. Museum passes are available courtesy of the Friends of the Library. The summer reading program was a great success. Our young adults are so lucky to have Katie Spofford as their leader!! She continues to bring her enthusiasm and energy to our teens. A sampling of programs include the Pizza and Pages and Chicks with Sticks book clubs; Anime and teen writing clubs and various craft programs. Thanks so much to all the library staff for their assistance in including and promoting these programs for all age groups!

Communication and collaboration is so important in today's global world. Over the past year, our library trustees have participated in regional trustee meetings. It gives us an excellent opportunity to discuss important issues to our local libraries. A number of our trustees attended the NH Library Trustees Association (NHLTA) conference in May. This was an excellent educational opportunity for our trustees to become better informed regarding many issues affecting libraries such as grants, fundraising, information technology, etc.

Our library is so very fortunate to have many citizens who donate to various programs and initiatives of the library. We are also very often the recipient of many kind and generous memorial gifts honoring lost loved ones in the community. We are so very grateful and appreciative to all these donors who treasure the library as we do. Thank you so very much for your support.

### **Non-Library Property**

39 Nashua Street continues to house town departments as needed.

In November, we purchased 29 Nashua Street in order to have the ability to expand our parking lot in the future. This bank owned property was winterized prior to our purchase, so we are not planning to open it for use until the spring.

### **Conclusion**

The mission of the Wadleigh Memorial Library is to be "the educational, cultural, technological and social center supporting lifelong learning and improving quality of life by connecting the community to resources and services." How do we meet this goal? The Wadleigh library will continue to plan for future facility needs,

expand access to information, create and sustain young readers and life-long learning and engage the sense of pride within our community.

We are fortunate to have such a wonderful library that has benefited our community throughout 2013. The Wadleigh Memorial Library has worked hard to fulfill its mission for the citizens of Milford, NH. As we enter 2014, we will continue to move forward to meet the ever-changing present and future needs of our community and look forward to input from the community.

Respectfully submitted,  
Kim Paul, Chair  
Wadleigh Memorial Library Trustees

2013 Wadleigh Memorial Library Library Trustee's Funds (Unaudited)				
	43002 Town Appropriation	43505 Trustees Fund & Gift \$	43590 PDIP Investment	TOTAL
Fund Balance as of 01/01/13:		\$19,507.84	\$44,480.37	63,988.21
Town Appropriation & Cap Outlay	706,309			706,309.00
Fines Received		18,234.73		18,234.73
Interest Income		6.11		6.11
Interest on Investments		-	15.83	15.83
Miscellaneous		312.80		312.80
Copy Fund Revenue		4,877.45		4,877.45
Book Sales		1,343.59		1,343.59
Non Resident Cards		4,992.52		4,992.52
Building Fund		704.00		704.00
Grants & Donations		6,337.42		6,337.42
Transfer from Trust Funds		191,500.00		191,500.00
Balance Transfer Incoming		-		-
<b>TOTAL INCOME:</b>	<b>\$706,309.00</b>	<b>\$ 228,308.62</b>	<b>\$ 15.83</b>	<b>\$934,633.45</b>
<b>EXPENSES:</b>				
Salaries & Wages	523,372.66			523,372.66
Professional Services	35,608.86	7,361.27		42,970.13
Property Services	34,918.50	1,239.59		36,158.09
Other Services	2,563.28	7,908.00		10,471.28
Supplies & Materials	121,053.26	14,324.92		135,378.18
Capital Outlay	9,016.27	183,928.36		192,944.63
Balance Transfer Outgoing				-
<b>TOTAL EXPENSES</b>	<b>726,532.83</b>	<b>\$214,762.14</b>	<b>\$0.00</b>	<b>941,294.97</b>
<b>Change in Fund Balance</b>	<b>(\$20,223.83)</b>	<b>\$13,546.48</b>	<b>\$15.83</b>	<b>\$ (6,661.52)</b>
<b>BALANCE HELD BY TRUSTEES @ 12/31/13</b>	<b>(\$20,223.83)</b>	<b>\$33,054.32</b>	<b>\$44,496.20</b>	<b>\$57,326.69</b>